OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Organization Control Table (OC)

Screen TM.7

August 2005

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What is the Organization Control Table?

The Organization Control Table (OC) is a non-financial file in AFRS that allows an agency to:

■ Maintain controls, at the agency level, over fiscal periods available for posting accounting transactions.

■ Maintain a series of indicators that define the severity of certain fund control and data related errors.

The OC table contains one record per agency, <u>per biennium</u>. Since this table controls most of the editing and posting activity for each agency on AFRS, ***<u>OFM recommends that tight control be exercised over any maintenance activity against an agency's OC table records</u>***. This can be accomplished using AFRS system security by limiting the staff with security to update this table.

Once established, the agency's OC table record should have little or no maintenance with the exceptions listed on page OC-5 of this document.

The OC table also displays the information from the AFRS System Management Record concerning which fiscal periods are open for posting at a statewide level.

Organization Control Maintenance Screen

The **Organization Control Maintenance** screen (TM.7) allows an agency to view, update and print copies of its Organization Control table.

To access the **Organization Control Maintenance** screen (TM.7):

Type *TM* on the **AFRS Primary Menu;**
Select *7* on the **Table Maintenance Menu.**

-- OR --

From other AFRS screens, type *TM.7* in the transfer field **TR:_____** and press [Enter].

The following screen will display:

```
=== AFRS =(TM.7)====== ORGANIZATION CONTROL MAINTENANCE ========= C105P150 ===
 TR: _____                    LAST UPDATE: ........                    9990

      FUNCTION: _   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)
      BIENNIUM: __

                                           ** SYSTEM MANAGEMENT RECORD **
      PRIOR FM OPEN:   _                   *                            *
      PRIOR BIEN OPEN: _                   *     CURRENT BIEN YR: 07     *
                                           *          CURRENT FM: 02     *
                                           *            PRIOR FM: 01     *
      DATA RELATED SEVERITY INDICATORS:    *       PRIOR FM OPEN: NO     *
   1-10: _____   11-20: _____    *           (FM 01-24)        *
  21-30: _____                        *                            *
                                           *      PRIOR BIEN YR: 05      *
     FUND RELATED SEVERITY INDICATORS:     *  PRIOR BIEN YR OPEN: YES    *
   1-10: _____   11-20: _____    *           (FM 24-25)        *
  21-30: _____   31-40: _____    *                            *
  41-50: _____   51-60: _____    *         FM 99 OPEN: NO      *
  61-70: _____   71-80: _____    *                            *
                                           ****************************
                 PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Functions: The function codes are as follows:

A = Add a new OC record. Refer to the Field Names and Severity Indicator sections below for information about each field on this screen.

V = View an existing OC record. Requires:
- Biennium
     05 = 2003-05 Biennium
     07 = 2005-07 Biennium

N = Displays the **N**ext OC record in biennium sequence.

P = Print a listing of OC records.

Upon pressing [Enter], a **Batch Job Submission** screen will display. Change the default values as needed, and press [Enter] to submit the batch job. Refer to the **Batch Job Submission** screen document for instructions.

C = Change any field on an OC record *except* Biennium which is part of the record key. You must view the record before changing it. Change the function to **C**, change the fields to be updated and press [Enter].

D = Delete an OC record. You must view the record before deleting it. Change the function to **D** and press [Enter]. To delete the table record, press [Enter] a second time.

Field Names:

- *Biennium* – (required) the 2-digit code for the biennium for which the OC record exists. For example, for the 2005-2007 biennium, type 07.

- *Prior Fiscal Month Open* – (required) determines if the prior fiscal month is open for posting for this agency. Valid codes are:

    Y = Prior fiscal month is open for posting.
    N = Prior fiscal month is **not** open for posting.

- *Prior Biennium Open* – (required) determines if the prior biennium is open for posting for this agency. Valid codes are:

    Y = Prior biennium is open for posting.
    N = Prior biennium is **not** open for posting.

> *NOTE: The 2 agency indicators above do NOT override the AFRS statewide indicators for Prior Fiscal Month and Prior Biennium. Agencies may use their agency indicators on this table to prevent posting to a prior period for their own agency even though AFRS still allows posting to that period.*
>
> *For example, if the AFRS System Management Record (displayed on the right side of this screen) shows prior fiscal month open = Y but an agency does not want any additional transactions to post to that prior month, the agency can set their TM.7 record to prior fiscal month open = N. Consequently, any transactions for this agency attempting to post to the prior fiscal month will NOT post and will be marked in error.*

- *Data Related Severity Indicators* – (required in fields shown in table below) 1-digit alphabetic codes that indicate the severity of the data-related errors. The valid codes are:
    - **Fatal** prevents a transaction from posting and marks it as an error.
    - **Warning** allows a transaction to post, but prints out a warning error code (beginning with a K) on the daily AFRS Warning Report DWP641.

- **Ignore** causes the edit to be ignored and the transaction to post.

NOTE: Use <u>F = FATAL</u> as the severity indicator for all <u>DATA related</u> errors.

SEVERITY INDICATORS FOR <u>DATA RELATED</u> ERRORS

Screen Position	Valid Indicators			Description	Error Code
1		W	F	Counties not in D37	E07
2		W	F	Workclass not in D40	E10
3	I	W	F	Sub-sub-object not in D12	E13
4		W	F	Cities/towns not in D38	E14
5	I	W	F	Sub source not in D36	E16
7		W	F	Organization index not allowed	E45
8		W	F	Optional organization index not in OI	E46
9	I	W	F	Organization index is required	E47
10		W	F	Required organization index not in OI	E48
15			F	Optional program index not in PI	E63
16			F	Program index is required	E64
18		W	F	Optional sub-object not in D11	E67
19			F	Sub-object is required	E68
23			F	Major group and major source required or invalid.	E41
24		W	F	Optional project not in PC	E75
25	I	W	F	Project is required	E76
27		W	F	Vendor number not allowed	E78
30		W	F	Invoice number is required	E91

```
=== AFRS =(TM.7)====== ORGANIZATION CONTROL MAINTENANCE ========= C105P150 ===
 TR: _____                    LAST UPDATE: 05/21/05                    9990

    FUNCTION: V  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)
    BIENNIUM: 07

                                        ** SYSTEM MANAGEMENT RECORD **
    PRIOR FM OPEN:   N                  *                            *
    PRIOR BIEN OPEN: Y                  *     CURRENT BIEN YR: 07     *
                                        *          CURRENT FM: 02     *
                                        *            PRIOR FM: 01     *
    DATA RELATED SEVERITY INDICATORS:   *      PRIOR FM OPEN: NO      *
 1-10: FFFFF_FFFF 11-20: ____FF_FF_     *          (FM 01-24)         *
21-30: __FFF_F__F                       *                            *
                                        *       PRIOR BIEN YR: 05     *
    FUND RELATED SEVERITY INDICATORS:   *  PRIOR BIEN YR OPEN: YES    *
 1-10: F__FFF____  11-20: F__F__F__F    *          (FM 24-25)         *
21-30: _____W 31-40: __F__F___F     *                            *
41-50: _____F 51-60: __I__W___      *          FM 99 OPEN: NO     *
61-70: _____  71-80: FFFFFFFFFF     *                            *
                                        *****************************

                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
RECORD FOUND AND DISPLAYED
```

Indicators are not allowed in screen positions that are blank on above screen.

- *Fund Related Severity Indicators* – (required in fields shown in table below) 1-digit alphabetic codes that indicate the severity of the fund-related errors. The valid codes are:

I=Ignore, W=Warning, F=Fatal. Refer to detailed descriptions under Data Related Severity Indicators (above).

NOTES:

* **At the beginning of the biennium, until the approved allotments are posted in AFRS, the following indicators should be set with the Ignore option: Fund related severity indicators – positions 17 and 33. Once approved allotments have been posted, agencies can reset these indicators to Warning or Fatal to utilize the AFRS edits.**

** **If your agency receives a negative appropriation, the following indicators should be set with the Ignore option until the approved allotments for these negative appropriations are posted in AFRS: Fund related severity indicators - positions 11, 14, and 30.**

SEVERITY INDICATORS FOR <u>FUND RELATED</u> ERRORS

Screen Position	Valid Values			Description	Error Code
1			F	Overliquidation of encumbrance	F01
4			F	Attempted posting to closed document	F04
5			F	Reverse attempted with partial or full liquidation	F05
6			F	No match when posting to document file adjusted amount	F06
11	**I	W	F	Appropriation overliquidated - appropriation file	F11
14	**I	W	F	Allotment overliquidated - appropriation file	F14
17	*I	W	F	Expenditures exceed appropriation - appropriation file	F17
20			F	Transaction not within appropriation start & end dates	F20
30	**I	W	F	Allotment overliquidation - allotment file	F30
33	*I	W	F	Expenditures exceed allotment - allotment file	F33
36			F	Posting attempted to closed allotment	F36
40	I	W	F	Attempted creation of negative cash balance	F40
50	I	W	F	Grant/project file budget over-reversed	F50
53	I	W	F	Grant/project file budget overexpended	F53
57	I	W	F	Transaction not within grant/project start & end dates	F57
71			F	No match for posting to document file	F71
72			F	Attempt to establish duplicate document in document file	F72
73			F	Appropriation used was not found on appropriation file	F73
74			F	Attempt to establish duplicate appropriation in appropriation file	F74
75			F	Allotment used was not found on allotment file	F75
76			F	Attempt to establish duplicate allotment on allotment file	F76
77			F	No match for posting to cash control file	F77
78			F	Attempt to establish duplicate record on cash control file	F78
79			F	No match for posting to grant/project file	F79
80			F	Attempt to establish duplicate record on grant/project file	F80